

APPLE TREE DAY NURSERY

Safeguarding children policy

Apple Tree Nursery operates a Safeguarding Policy in line with The Policy and Procedural requirements of Hampshire, Portsmouth and Southampton local safeguarding children's Boards. And "What to do if a child is being abused summary" 2006.

Child protection takes priority over confidentiality and relationships with the family. The nursery work within the regulations set out by the 1989 children's Act and will implement the fundamental principles of the Act.

Every child has the right to protection from all forms of abuse. PHYSICAL, MENTAL, SEXUAL and EMOTIONAL including being at risk of trafficking and risk of (FGM). Staff will be aware of children with disabilities and will have extra consideration for their individual needs and protection. Staff are trained to look out for the signs displayed by children and then help prevent potential radicalism in the Nursery, staff are aware of the procedure to follow. Staff are also trained to look out for the signs of (FGM) female genital mutilation and the procedure to follow.

The nursery has 3 named persons responsible for the role: Sharon Oakey (Owner) Diane Smith (Manager) Liy Cronin (Manager) on the 30th October 2019 they as well as all members of staff had refresher training in Safe Guarding and child protection. We ensure all staff are made aware of our safe guarding policy through our induction process and ongoing through supervisions.

The nursery will ensure that all Staff/Students will be subject to current D.B.S. Health checks and references on recruitment. Personnel awaiting confirmation of checks must not be left alone with individual or small groups of children. This to include not accompanying children to the toilet or for nappy changing. They will always be with another member of staff, they will be constantly observed.

Should a Staff member become concerned about a child's welfare, the following procedure will be followed:

- . Initial consultation Staff Management: Sharon Oakey Diane Smith or Lily Cronin.
- . Clear and accurate documentation of concern - on Incident Record Sheet.
- . If it is suspected that a child is suffering or likely to suffer from significant harm a prompt referral must be made to M.A.S.H. on ;023 92 688793 We will get in touch with M.A.S.H if we have any concerns regarding any children to see if there is an existing C.A.F. in place for the child. Any delay in referral must be justified, and record. If a parent or staff member has any concerns in relation to another staff member L.A.D.O on: 023 92 822500 must be informed as first port of call.

RESPONDING TO CONCERNS RAISED DIRECTLY BY A CHILD

If a child makes a comment to a member of staff that gives cause for concern:

- *Listen to the child, offer reassurance and give reassurance that action will be taken.
- *Not question the child.
- *Make a written record that include;
 - * The date, time of observation or disclosure
 - * The exact words spoken by the child as far as possible.
 - * The name of the person to whom the concern was reported about and the date signature of any other persons present at the time.

This information will be passed immediately on to the named persons above who will take further action. These records will be securely filed in the child's individual personal file, Staff involved will not discuss the concerns with those who do not need to know.

INFORMING A PARENT

Parents are usually contacted immediately unless advised by M.A.S.H. otherwise in the case of the abuser being a parent the case investigating officer will inform the parent.

- . Referrals made verbally must be followed up by a written version within five working days.M.A.S.H will then confirm in writing receipt of a written referral within five working days together with an identified response to that referral.

If an allegation is made against a staff member, whilst working on the premises or in relation to children outside of work L.A.D.O will be contacted immediately to advise us on the next step to follow. The Nursery Owner/Nursery Manager will notify M.A.S.H., Early Years and OFSTED of the allegations and will work closely with those departments during the investigation.

Any existing injuries that a child presents with on arrival to nursery will be recorded and parents will be asked to explain and sign the appropriate Incident Forms. We have regular monitoring of these records, so we can see if a child has regular recurring incidents or if there is any patterns. If we do have concerns, we will follow the procedure in number 3.

During an induction of new staff, we discuss our safe guarding policy and the process.

Every staff member has a suitable person's check list which must be backed up with evidence of identification. We also have a copy of their qualification, two names for us to contact directly for written references, we ask each staff member to fill out a Health Declaration.

All staff must have a D.B.S. and are asked to fill out a disclosure yearly.

All New Staff are asked to read and sign the policy on our website to ensure they know and understand the running of the Nursery. We ensure all staff regularly read and update themselves on the policies which they can access on our our web site ensuring they are aware of any new updates.

We have a registration system in place which identifies what staff and children are in the Nursery at any given times. when a child is dropped off and picked up we record who dropped the child off

and who picked the child up. Staff also sign themselves in and out at lunch times.

We have risk assessments displayed in every room of the Nursery, SHARON Oakey Diane Smith and Lily Cronin monitors them and ensures they are updated termly. All staff are involved to ensure all risks are identified and are made aware of. When we are on site a risk assessment form is filled out in the mornings and again in the afternoon, staff are made aware of what to look out for when children are on site.

If we had any concerns regarding a situation at the Nursery which we were not sure how to deal with we would liaise with Portsmouth Early Years.

We have a Nursery camera that is used within the setting in which we have parents' consent to take photos of their children to capture special moments. This is the only camera used at any time within the setting.

The setting forbids the use of personal cameras, mobiles whilst staff are on duty. All mobiles are left in the office, Staff can access their devices whilst off duty for example on their dinner break. Parents and visitors will be informed that the use of mobile phones will not be permitted within the setting. Parents or visitors will be challenged if seen using their phones and will be asked to terminate their use of the device or escorted off the premises where they can use their mobile phones safely. Staff daily use an iPad to record children's progression and to interact with parents, their device has a block which forbids them having access to any form of social media.

We provide termly supervisions that provide opportunity for staff and apprentices to discuss any issues concerning children's

development or wellbeing. Supervisions are also an opportunity for staff to raise concerns if a colleague's behaviour or conduct is putting children at risk.

We have procedures for recording the details of visitors to the setting. We take security steps to ensure we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Apple Tree Day Nursery Sharon Oakey (owner safe guarding officer) Apple Tree 023 92 652111

(L.A.D.O.) Local Authority Designated Officer. 023 92 822500

Emergency out of hours 03005551373

Contact Ofsted 0300 123 1231

(M.A.S.H) Multi Agency Safeguarding Hub 023 92 688793